

Beginning Administrator Mentoring and Induction

PROGRAM DESCRIPTION

Overview

The District/AEA provides beginning administrators with a mentoring and induction program in accordance with 281 IA Admin Code §§ 83.8 & 83.9 (284A), through a collaborative arrangement with SAI.

SAI provides one year of programming to support the Iowa standards for school administrators adopted pursuant to 2007 Iowa Acts, chapter 108, section 2, and to support beginning administrators' professional and personal needs. The program is structured to provide support, professional development, and access to a variety of information sources critical to a beginning administrator's success as a leader of student achievement.

The District/AEA ensures the full participation of the beginning administrator and to inform SAI of any problems related to such participation.

Program Components

- (1) Assignment of an experienced and high-quality mentor in a comparable position and geographic proximity to the beginning administrator (SAI selects and assigns the mentor). The mentor is expected to provide regular contacts with the new administrator through face-to-face meetings, and e-mail and telephone conversations.
- (2) A training session for the mentor which addresses program expectations to fulfill mentor responsibilities, support strategies to help beginning administrators, reporting requirements, resources to use with the beginning administrator, and coaching and mentoring skills.
- (3) A one-day summer New Administrators Institute at which program expectations are explained, basic information is presented, beginning administrators are able to meet with first-year administrators from the previous year, and relevant deadlines and need-to-know information for successful launch of the school year are presented.
- (4) Two one-day statewide institutes for beginning administrators and mentors. Professional resources, including relevant books, articles, and Web sites are also provided.
- (5) The Survival Guide for School Administrators Web site that contains updated resource guides written by respected Iowa content experts on a variety of topics relevant to a beginning administrator's needs.
- (6) Monthly e-mail messages to mentors providing them with resources, coaching tips, suggested topics and questions, and accountability measures.
- (7) Technical assistance to the beginning administrator's supervisor related to procedural requirements for evaluation and licensure.
- (8) Program evaluation to assess the quality of the program and its value to the beginning administrator.
- (9) An advisory committee comprised of mentors and mentees that provides input for program improvement and sustainability.

Financial Arrangements

The Department of Education provides an allotment of \$1500 per beginning administrator that is paid to the district/AEA. In turn, the district/AEA sends that amount to SAI in exchange for the services listed above, as well as coordination of the program. For each beginning administrator, the district/AEA sends SAI two equal payments of \$750, the first by January 30, and the second by April 30. The district/AEA provides mileage and other meeting expenses incurred by the beginning administrator as a result of participation in program activities.

SAI pays the district/AEA of each mentor \$1140. Of this amount, the mentor's district/AEA pays the mentor \$1000 and will use approximately \$140 for the employer's contribution to FICA and IPERS or a pension and annuity retirement system established under chapter 294 for such amounts paid by the district. For each mentor, SAI pays the mentor's district/AEA two equal payments of \$570, the first by February 28 and the second by May 30.

A copy of the signed AGREEMENT between SAI and the District/AEA should be attached to this document, included in the DISTRICT CSIP OR AEA CIP, and kept on file in the District/AEA office.